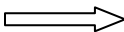
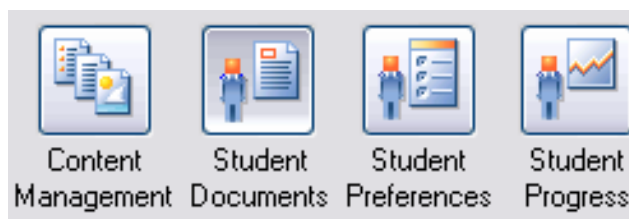
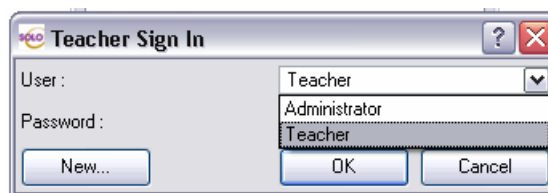


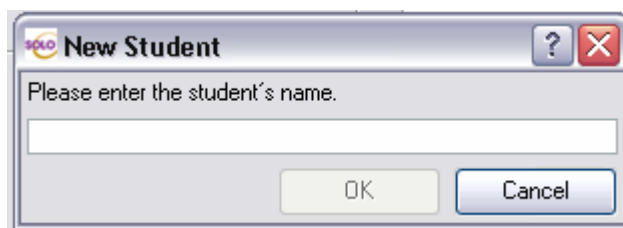
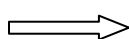
Write:OutLoud SOLO® and Co:Writer SOLO®

Getting Started Guide

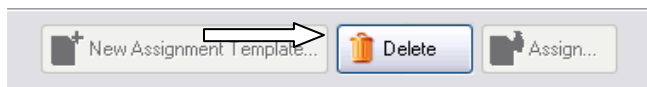
1. **Open SOLO®**: from the desk top icon.
2. **Sign In Box**: You will see a sign-in box with Learner 1, Learner 2, and Learner 3. (You have the option of signing in as one of these learners, creating a new student or signing in as a teacher.)
3. **Teacher Sign In**: Sign-in as a teacher by selecting the “Teacher Sign In” button. You will be taken to a  Teacher Sign In Box. Click on the User drop down menu to access the Teacher choice. You will be prompted to enter a Password – the default password is “school”.
4. **Teacher Central**: you can visit 4 different areas: Content Management, Student Documents, Student Preferences and Student Progress.



5. **Student Preferences**. Click this tab and now you can personalize the program for your student.
6. **Add a Student**: Look at the bottom left hand column for the “new” button and select it. A New Student box will appear. Enter the student’s name and select OK. Your student’s name will appear in the list of students. You can now delete Learner 1, 2 and 3 if you wish (highlight the unwanted names one at a time and select delete.)

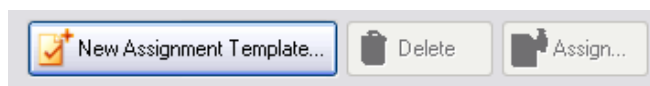


7. **Change Preferences:** Highlight your student's name in the list to make changes to the preferences for this student.
8. **Simplify:** Open the “**Student Documents**” window. This is where you select and assign work to students. Currently your new student has access to all assignments within SOLO®. We are going to simplify completely for this student so that he sees only one assignment.
9. **Delete Assignments:** Open the Assignment Templates folder by clicking on the + sign to the left of the folder. You will now see all the assignments. Highlight the first one then select Delete.

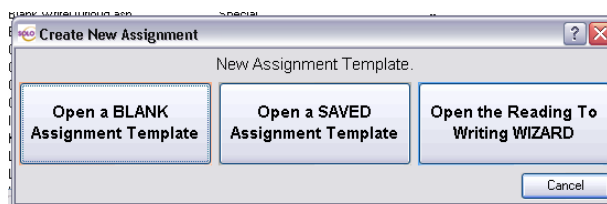


*Continue in this way until you have deleted unnecessary assignments.

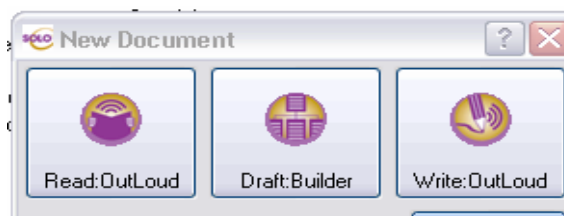
10. **New Assignment:** You can create assignment templates for your students. Our imaginary student needs to work with Write:Outloud® SOLO, so we will create a template for him. Begin by opening “**Content Management**”. Select the New Assignment button.



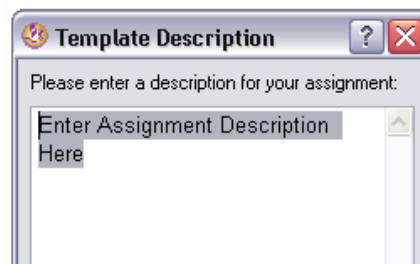
11. **Open a Blank Assignment Template:**



12. **Open a Write:OutLoud Document:**

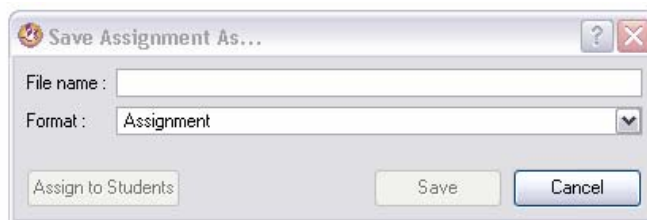


13. **Personalize:** Make any changes to text style, colour or size. Change Speech and Voice Output if necessary.
14. **Save Assignment:** Under the File menu select Save As and you will be presented with a Template Description box. What you are doing is naming the template you are creating. Type in a name such as Blank Write:OutLoud. Select OK.

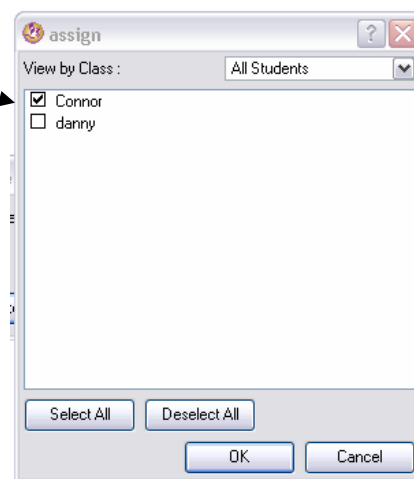


15. **Save Assignment Part 2:**

Another box will appear prompting you to Save the Assignment. This time you will be naming the student assignment. Give it a name such as "Blank Document."



16. **Assign to Students:** then select the Assign to Students button and check your student's name to assign this new template/assignment. Click "OK". Then click "Save". Close the Write:OutLoud® document by clicking on the "X" in the top right corner. This should return you to **Teacher Central**. Look at the list of Assignments and find the one you just created. Highlight it. In the boxes below you will see a Preview (which should be blank – because we created a blank document) and a Description which should be the description that we assigned it.

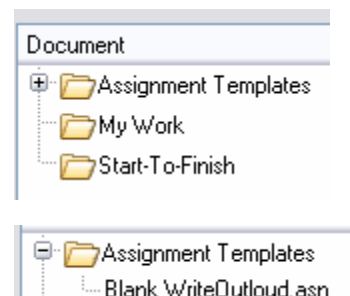


17. Let's take a minute to think. What you have just done is created an assignment with a description and you assigned it to a student. You can create many different assignments in this basic way.

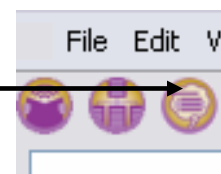
18. Now click on the "Quit" button in the top right of the screen. This will take you out of Teacher Central and return you to the Sign In. Sign in as the new student you've created.



19. **Open Assignment:** Signing in as a student will bring you to **Student Central**. Click on the + sign to the left of the Assignment Templates folder. This will show the assignment that you just made. Double click on it to open it.

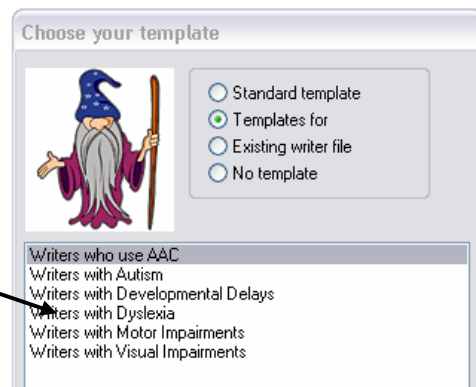


20. **Open Co:Writer:** Click on the Co:Writer icon in the toolbar. If you don't know which one it is, hover your mouse arrow over icons to see names. CoWriter is the 3rd icon.



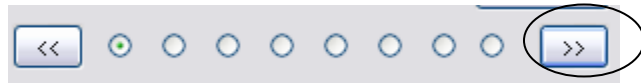
21. **Create New User:** A new user wizard box will appear. Click Continue.

22. **Choose a Template:** You can choose a Standard template or if you choose “Templates for” a list will open in the window for you to select a user profile set up for a specific type of student.



23. **Choose a Writing Window:** choice of a “Word, Sentence or Paragraph” Window. Hover the mouse arrow over each choice to see a description of each one. Select one and choose the right-pointing double arrow to see the next preferences.

24. **Personalize:** continue scrolling through the different preference windows by selecting the right arrows. When you can make no further selections click “Finish” and you will be ready to begin using Co:Writer with your Write:OutLoud document. (If you need to make changes to these selections you will be able to by selecting the “More commands” icon in the Co:Writer window. This will bring the “Settings” icon into view.



25. **Create a Document:** the student is now ready to do some writing. Have the student save this blank document by using “Save As” in the File menu. The student chooses a name for the document. This saved document will go into the “My Work” folder in Student Central and will be available when the student signs in to Solo.